

District Coordinator Checklist for STAAR Alternate 2 Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR Alternate 2 section of the *Coordinator Manual*.

Training

- ☐ Review the Manual
- ☐ Review the *Test Security Supplement*
- ☐ Review the TAC
- ☐ Review Resources for Online Activities
- ☐ Attend Training
- ☐ Review and Sign Oath
- ☐ Designate Campus Coordinators
- ☐ Schedule Training Sessions
- ☐ Distribute Manuals
- ☐ Prepare for and Conduct Training Sessions
- ☐ Designate Technology Staff
- ☐ Schedule and Conduct Technology Staff Training Sessions
- ☐ Direct Technology Staff to Review Online Resources
- ☐ Receive Login Information and Assign User Access to the Assessment Management System

Prepare for Administration

- ☐ Review Materials List
- ☐ Ensure Quantities of Test Materials
- ☐ Receive Test Materials
- ☐ Verify the Quantities of Testing Materials Boxes in Your Shipment
- ☐ Distribute Test Materials to Campuses

- ☐ Resolve Shortages
- ☐ Order Additional Materials for Your District

Prepare for Online Activities

- ☐ Understand Responsibilities of Technology Staff and Test Administrators for Online Activities
- ☐ Create Role-Specific Accounts
- ☐ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- ☐ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Activities
- ☐ Coordinate and Conduct System Checks
- ☐ Enter or Upload Student Data
- ☐ Manage Assessments of Students Who Enroll AFTER April 4
- ☐ Ensure That Test Sessions Are Created
- ☐ Ensure That Student Test Tickets Are Generated and Printed Before Transcribing Scoring Information

Monitor Administration

- ☐ Ensure Proper Testing Environment
- ☐ Ensure Proper Testing Procedures
- ☐ Answer Questions and Resolve Problems

Complete Administration Process

NOTES

- ☐ Collect Nonscorable Materials
- ☐ Prepare Nonscorable Materials for Shipping
- ☐ Pack Nonscorable Materials
- ☐ Complete NONSCORABLE Shipping Label for Each Box
- ☐ Seal the Boxes Securely, and Affix the Nonscorable Shipping Labels to the Boxes
- ☐ Call Carrier for Pickup of Nonscorable Materials
- ☐ Order Additional Reports
- ☐ Ensure That Campus Coordinators and Principals Have Submitted Security Oaths
- ☐ Return Oaths from District Coordinator and Superintendent/Chief Administrative Officer to Testing Contractor

Campus Coordinator Checklist for STAAR Alternate 2 Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR Alternate 2 section of the *Coordinator Manual*.

Training

- ☐ Review Manuals and Online Resources
- ☐ Review the *Test Security Supplement*
- ☐ Review the TAC
- ☐ Review Resources for Online Activities
- ☐ Attend Training
- ☐ Review and Sign Oath
- ☐ Designate Test Administrators
- ☐ Schedule Principal and Test Administrator Training Sessions
- ☐ Distribute Test Administrator Manual Material
- ☐ Direct Designated Test Administrators to Review Online Resources
- ☐ Conduct Principal and Test Administrator Training Sessions
- ☐ Designate Technology Staff
- ☐ Schedule and Conduct Technology Staff Training Sessions
- ☐ Direct Technology Staff to Review Online Resources
- ☐ Receive Login Information and Assign User Access to the Assessment Management System

Prepare for Administration

- ☐ Verify Shipment of Test Materials
- ☐ Alert District Coordinator to Shortages of Secure Materials
- ☐ Arrange for Testing Areas
- ☐ Distribute Materials to Test Administrators

Prepare for Online Activities

- ☐ Understand Responsibilities of Technology Staff and Test Administrators for Online Activities
- ☐ Create Role-Specific Accounts
- ☐ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- ☐ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Activities
- ☐ Coordinate and Conduct System Checks
- ☐ Enter or Upload Student Data
- ☐ Manage Assessments of Students Who Enroll AFTER April 4
- ☐ Download Files for Data Verification
- ☐ Verify Student Data Elements
- ☐ Ensure That Test Sessions Are Created
- ☐ Ensure That Student Test Tickets Are Generated and Printed Before Transcribing Scoring Information

Monitor Administration

- ☐ Ensure Proper Testing Environment
- ☐ Ensure Proper Testing Procedures
- ☐ Answer Questions and Resolve Problems

Complete Administration Process

- ☐ Confirm That Test Administrators Have Followed Procedures for Returning Test Materials
- ☐ Use the STAAR Alternate 2 Materials Control Form to Account for Student Booklets

NOTES

- ☐ Ensure That Test Administrators Have Signed and Returned Security Oaths
- ☐ Return Nonscorable Materials to District Coordinator
- ☐ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator

Complete Online Activities

- ☐ Verify That Test Administrators Have Appropriately Entered Student Responses Into the Assessment Management System
- ☐ Ensure That Score Codes and Student Records Are Completed
- ☐ Verify Accommodation Categories

Principal Checklist for STAAR Alternate 2 Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator.

Training

- ☐ Review Manuals
- ☐ Attend Training
- ☐ Review and Sign Oath
- ☐ In Cooperation with District Coordinator, Designate a Campus Coordinator
- ☐ In Cooperation with Campus Coordinator, Designate Test Administrators

Prepare for Administration

- ☐ In Cooperation with Campus Coordinator, Arrange for Testing Areas
- ☐ Coordinate with Campus Coordinator to Ensure Proper Testing Environment

Prepare for Online Activities

- ☐ Receive Username for Assessment Management System

Monitor Administrations

- ☐ Coordinate with Campus Coordinator to Ensure Proper Testing Procedures

Complete Administration Process

- ☐ Return Signed Principal Security Oath to Campus Coordinator

Test Administrator Checklist for STAAR Alternate 2 Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Detailed instructions for completing each step are included in the *2016 STAAR Alternate 2 Test Administrator Manual*.

Training

- ☐ Review the Manual
- ☐ Attend Training
- ☐ Receive Your Username and Password for the Assessment Management System for Online Testing, if Applicable
- ☐ Review Resources for Online Testing
- ☐ Complete Web-Based Test Administrator Training Modules (Optional)
- ☐ Review and Sign the Test Administrator Security Oath

Prepare for Administrations

- ☐ Review Testing Rosters to Ensure Students Are Appropriately Placed
- ☐ Prepare for Testing with Accommodations
- ☐ Prepare for Online Testing
- ☐ Prepare the Testing Environment
- ☐ Receive Test Materials from Campus Coordinator and Prepare for Distribution
- ☐ Inventory All Secure Materials Issued and Initial the Materials Control Form

Monitor Administrations

- ☐ Ensure Proper Testing Procedures
- ☐ Start Online Test Sessions
- ☐ Monitor and Manage Online Test Sessions
- ☐ Answer Students' Questions
- ☐ Collect Test Materials

Complete Administration Process

- ☐ Account for All Test Booklets
- ☐ Transcribe Student Responses into the Online System
- ☐ Return Test Materials to the Campus Coordinator

Complete Online Activities

- ☐ Verify Testing Status
- ☐ Assign Score Codes and Accommodation Information
- ☐ Stop the Session
- ☐ Return All Student Test Tickets, Session Rosters, and Test Administration Materials to the Campus Coordinator